Inside SAIS

This Issue

Integrity Status is Key!

Students must pass Student Detail Integrity to move forward to Aggregation and Student Counts to be funded for ADM, SPED, etc. It is critical for LEAs to monitor Integrity status at the school level on a regular basis. Some ways to check the Integrity status are through common logon and the Student Detail Data Interchange (SDDI) application, then:

1) A report can be downloaded in XML or Simple Text format via common logon / SDDI / Download / Student Detail Integrity Report

2) View the status per Integrity run for a specific school via common logon / SDDI / Status; then select the Integrity type you wish to check in the activity type drop down menu.

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Top 5 Most Common Integrity Errors

...as of July 28:

1) –44103; Student may have only a partial absence on first or last day of membership.

2) –44347; There must be a corresponding Grade membership for each day of an ELL service.

3) –43209; Summer Withdrawal and Enrollment are not allowed in the same Fiscal Year in the same school.

4) –44104; Absence amount exceeds FTE amount.

5) –43204; *Student has neither a year end status nor a withdrawal.

-43204 failure should not affect ADM funding; it will only fail EOY and Year End Integrity.

To fix this error, please submit a year end status add transaction if this student was enrolled through the end of your school year.

Conversely, if the student did withdraw, please make sure a successful withdrawal add transaction is submitted to clear up this Integrity failure.

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SAIS Open Forum Meeting in Tucson

The SAIS—Student Details Team is scheduled to host the next Open Forum meeting in Tucson, AZ on Friday, August 13, 2004.

Seating is <u>limited</u> at this Tucson event! Please email SaisVendorSupport@ade.az.gov to RSVP. Please RSVP by August 10, 2004. Please provide the name, job title, and company or school/ district the attendee represents. Thank You!

Meeting Location:

Pima County Regional Support Center
655 N Alvernon, Suite 220
Tucson, AZ 85711

Scheduled for: 10:00am - Noon

These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about SAIS - Student Details.

SAIS - Student Details staff will present and discuss various topics at the meetings, and will follow up with a question and answer period as well as individual discussion with those who have more specific items. An agenda will be posted on the portal approximately one week prior to the meeting.

As a follow up to the meeting, any information presented will be included in the following Inside SAIS. We plan to release an Inside SAIS soon after each meeting. We will also try to make sure that information that was presented in Phoenix meetings is disseminated at the meetings in Tucson and Flagstaff.

Please note that information regarding general business rule questions will not generally be addressed at these meetings, other than how the

SAIS - Student Details software implements them. The meetings are likely to be of limited interest to business managers. Other ADE Business Unit representatives will be notified of the Phoenix meetings. If you would like to address business rule questions, please contact the appropriate representative (a list of contacts is available on the portal, on the "Information" area page). Thank You.

Proposed future meetings (planned for 10:00am until noon):

Date / Location

* 9/10/2004 Flagstaff / Flagstaff USD Board Room
10/8/2004 Phoenix / location TBD
11/12/2004 Tucson / location TBD
12/10/2004 Flagstaff / location TBD

*time and place are confirmed

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School Finance Student Detail Activity Report Overview

The most recent School Finance Student Detail Activity Report can be found on the ADE School Finance Unit's bulletin board: http://www.ade.az.gov/schoolfinance/BulletinBoard/ActivityRpt.pdf

Please check this link frequently for updates and new activity reports.

The following excerpts from this report highlight general information on the activity report; aggregation schedules; data push schedules; and report generation schedules:

General Information:

- The *Student Detail Activity Report* will reflect weekly scheduled events and will be updated and posted each Monday.

- The School Finance primary contact <u>for ad hoc requests concerning aggregation, data pushes, and report generation</u> is Raphaela Conner. Requests should be submitted in writing and sent via email to: rconner@ade.az.gov.

- Following the month end data push, <u>the payment cycle typically runs from the 5th through the 14th of each month</u>. *During this time, no additional data pushes can be executed.* However, we can continue to aggregate data and generate reports.*

  *Note: These reports will always be based on the last/most recent data push.

Aggregation Schedules:

- <u>Minimum:</u> Current fiscal year statewide aggregations will be run every weekend; starting on Fridays at 5:00 p.m.

- <u>Additional Runs:</u> Current fiscal year statewide aggregation will be run every other night; typically on Mondays, Wednesdays and Fridays. *This will NOT apply to those periods in which reports are being generated.* This increased frequency should eliminate the need for <u>current</u> fiscal year ad hoc aggregation requests.

- Prior fiscal year aggregation requests will be generated between runs.

Data Push Schedules:

- Current fiscal year ADMS data pushes are triggered at the end of each month and again after the payment cycle has completed. *During this time, no report generation or aggregation requests can be executed.*

- Prior fiscal year data push requests will be generated between runs.

Report Generation Schedules:

- Current fiscal year ADM, SPED and ELL reports will be generated twice per payment cycle (monthly).

- Prior fiscal year report requests will be generated between runs.

- Note: *The statewide report generation cycle takes a minimum of 5 days to complete.* To better accommodate the LEA's we generate them in segments; typically in the following order: ADMS Push then ADMS Reports; SPED Push then SPED Reports; ELL Push then ELL Reports.

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LEA Profile Information

It is requested that all LEAs update their contact information if necessary. This is a good time of year to review and update this information with the new fiscal year upon us.

The contact information can be accessed and updated by those LEA personnel with permissions via the Common Logon page under the LEA Profile application.

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Regional Training Centers

The Regional Training Centers (RTCs) provide exceptional support and training for SAIS. Please see the RTC's website for locations, links to individual RTC websites, contact information, workshops, and training schedules and information: http://www.ade.az.gov/rtc/

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Reminder - ELL Assessments: Two Points of Data Entry

The English Acquisition Services (EAS) department at ADE would like to reiterate that districts will have 2 points of data entry for the upcoming school year for the ELL assessment. Districts will have to enter data in Harcourt's system via Rapid reports, centralize scoring, or scanning. They will also have to upload the oral language, reading, and writing scale scores into SAIS. If schools/districts have any questions, please contact Rolanda Bell at rbell@ade.az.gov or Micky Gutier at mgutier@ade.az.gov

ELL Test Training session information can be found at: http://www.ade.az.gov/asd/lep_training.asp

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Federal SPED December 1st Child Count Verification Process

The PowerPoint presentation from Exceptional Student Services (ESS) Data Management Specialist Peggy Staples from the July 15, 2004 SAIS Open Forum meeting is available at:

http://portal.ade.az.gov/Information/default.aspx

The presentation is located under the July 15, 2004 Presentations header.

For any further information or questions, Please contact Peggy Staples at:

pstaple@ade.az.gov

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School Finance Presentation Available on Portal

The July 15, 2004 School Finance PowerPoint presentation from ADE School Finance Management Specialist Katherine van Mourik is available under the SAIS Open Forum Information header at:

http://portal.ade.az.gov/Information/default.aspx.

The presentation's subject matter is "Starting Fiscal Year 2005 on the Right Foot – Managing Student Details". If you have any further information or questions, Please contact Katherine van Mourik at:

kvanmou@ade.az.gov

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Eligibility Form for non-NSLP Schools

The new Eligibility Form for non-NSLP Schools can be found under the July 15, 2004 Presentations area in the Information page of the Student Details Portal: http://portal.ade.az.gov/default.aspx

The Arizona Department of Education provides the following FY 2005 Income Guidelines for determining the eligibility of students attending this school. Eligibility information is used to meet federal requirements associated with the programs funded under the *No Child Left Behind Act of 2001*.

Current Income Guidelines. Definition of Income: all items such as wages and salaries before any deductions, and other income, such as self employment, welfare, social security, retirement benefits unemployment compensation, workers compensation, aid for dependent children, alimony, child support, pensions, insurance or annuity payments, etc.

Family Size:	Year*	Month**	Week***
1	$17,224	$1,436	$332
2	23,107	1,926	445
3	28,990	2,416	558
4	34,873	2,907	671
5	40,756	3,397	784
6	46,639	3,887	897
7	52,522	4,377	1,011
8	58,405	4,868	1,124
Each Additional Member Add:	+5,883	+491	+114

Note:

Monthly Income = Weekly Income x 4.33
Monthly Income = Biweekly Income (every two weeks) x 2.15
Monthly Income = Semimonthly Income (twice a month) x 2

*Annualize only for those not having a regular monthly income
**Monthly Income = Annual Income ÷ 12 (and rounding up)
***Weekly Income = Annual Income ÷ 52 (and rounding up)

Q & A:

Q: *Can the SDADMS 80-1 Charter/Public Concurrencies Report be downloaded in XML format?*

A: Yes. This report is available to download in PDF, XML, and Simple Text formats.

Q: *What are the CTDS numbers for Community Colleges?*

A: See below:

CTDS	Name
130602001	Prescott College
130602005	Prescott College-Watson Lake
130602004	Prescott College-Parks & Recreation Activity Center
130602003	Prescott College-Miller Valley School
130602002	Prescott College-Goldwater Lake
010601001	Dine College
020601001	Cochise Community College
030601001	Coconino County Community Coll
050601001	Eastern Arizona College - Thatcher
070601001	Maricopa Cnty Ccd
070601002	Glendale Community College
070601003	Maricopa Technical College
070601004	Mesa Community College
070601005	Phoenix Community College
070601006	Scottsdale Community College
070601007	Rio Salado
070601008	South Mountain Community College
070601009	Gateway Community College
070601010	Paradise Valley Education Center
070601011	Chandler/Gilbert Community College
070601012	Estrella Mountain Community College
080601001	Mohave Community College
090601001	Northland Pioneer
100601001	Pima Community College
110601001	Central Arizona College
130601001	Yavapai College
140601001	Az Western College
040601001	Eastern Arizona Community College - Gila
130602000	Prescott College
010601002	Dine College Upward Bound Program

Q: *What are the CTDSs for Community College transaction testing for Vendor's who are using the BETA environment?*

A: The following are set up in BETA for testing purposes:

CTDS	Name
130602000	Prescott College
100601001	Pima Community College
110601001	Central Arizona College
130601001	Yavapai Community College
140601001	Az Western College
040601001	Eastern Arizona Community College - Gila
130602001	Prescott College
130602004	Prescott College-Parks & Recreation Activity Center
130602003	Prescott College-Miller Valley School
130602002	Prescott College-Goldwater Lake
020601001	Cochise Community College
030601001	Coconino County Community College

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SAIS Achievement Awards

The New SAIS Achievement Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to:

InsideSAIS@ade.az.gov

Congratulations to the following individuals who recently received SAIS Achievement Awards!

Ruth Dayzie – *Kayenta USD*

Kelly Seekins – *Verde Consulting*

Nancy McFarland – *Tolleson Union HS*

Bob Dohm – *Tempe RTC*

Norm Purdy – *Tucson RTC*